



**STATEMENT OF PROCEEDINGS  
FOR THE REGULAR MEETING OF THE  
LOS ANGELES COUNTY AUDIT COMMITTEE**

**KENNETH HAHN HALL OF ADMINISTRATION  
500 WEST TEMPLE STREET, ROOM 525  
LOS ANGELES, CALIFORNIA 90012**

**Thursday, June 27, 2013**

**10:30 AM**

AUDIO LINK FOR THE ENTIRE MEETING. (13-3154)

**Attachments:**    [AUDIO](#)

Present:            Chair Dorinne Jordan, Member Kieu-Anh King and Member Lori Glasgow

Absent:            Vice Chair Carl Gallucci and Member Louisa Ollague

Call to Order. (13-2198)

**The meeting was called to order by Chair Dorinne Jordan at 10:35 a.m.**

**I. ADMINISTRATIVE MATTERS**

1. Approval of the April 25, 2013 meeting minutes. (13-2199)

**On motion of Lori Glasgow, seconded by Kieu-Anh King, this item was approved.**

**Attachments:**    [SUPPORTING DOCUMENTS](#)

**II. SUNSET REVIEWS**

2. Recommend to the Board of Supervisors to extend the Los Angeles County Sybil Brand Commission for Institutional Inspections' sunset review date to October 1, 2017 (6/17/13). (13-2958)

**Dorinne Jordan requested a status update for County Code changes and asked to have corresponding staff present at the next meeting to answer questions.**

**On motion of Dorinne Jordan, seconded by Lori Glasgow, this item was continued to July 17, 2013.**

**Attachments:**    [SUPPORTING DOCUMENT](#)

**III. BOARD POLICIES**

3. Recommendation to extend the sunset review date of Board Policy No. 4.010 - Administrative Policy on Interdepartmental Billing and Arbitration, to August 12, 2017 (4/24/13). (13-2110)

**On motion of Lori Glasgow, seconded by Kieu-Anh King, this item was approved.**

**Attachments:**    [SUPPORTING DOCUMENT](#)

4. Recommendation to approve amendments to Board Policy No. 5.065 - Nonprofit Contractor Requirements Policy and extend the sunset review date to July 17, 2017 (4/30/13). (13-2123)

**On motion of Lori Glasgow, seconded by Kieu-Anh King, this item was approved.**

**Attachments:**    [SUPPORTING DOCUMENT](#)

5. Recommendation to extend the sunset review date of Board Policy No. 5.050 - Contractor's Use of GAIN/GROW Participants, to July 16, 2017 (5/6/13). (13-2149)

**On motion of Lori Glasgow, seconded by Kieu-Anh King, this item was continued to July 17, 2013.**

**Attachments:**    [SUPPORTING DOCUMENT](#)

6. Recommendation to approve amendments to Board Policy No. 4.020 - Administrative Policy On Takeovers Of Internally Provided Services and extend the sunset review date to July 2, 2017 (5/10/13). (13-2137)

**On motion of Lori Glasgow, seconded by Kieu-Anh King, this item was approved.**

**Attachments:**    [SUPPORTING DOCUMENT](#)

7. Recommendation to extend the sunset review date of Board Policy No. 6.020 - Chief Information Office Board Letter Approval, to December 31, 2015 (5/15/13). (13-2124)

**Peter Loo, Chief Information Office, requested, and the Committee agreed, to have the sunset review date extended to December 31, 2016.**

**On motion of Dorinne Jordan, seconded by Lori Glasgow, this item was approved as amended.**

**Attachments:**    [SUPPORTING DOCUMENT](#)

8. Recommendation to approve amendments to Board Policy No. 3.011 - Ticket Policy and extend the sunset review date to June 30, 2017 (6/6/13). (13-2828)

**On motion of Lori Glasgow, seconded by Kieu-Anh King, this item was approved.**

**Attachments:**    [SUPPORTING DOCUMENT](#)

9. Recommendation to extend the sunset review date for the following Board Policies:

6.100 - Information Technology and Security Policy  
6.101 - Use of County Information Technology Resources  
6.102 - Countywide Antivirus Security Policy  
6.103 - Countywide Computer Security Threat Responses  
6.104 - Use of Electronic Mail (e-mail) by County Employees  
6.105 - Internet Usage Policy  
6.106 - Physical Security  
6.107 - Information Technology Risk Assessment  
6.108 - Auditing and Compliance (13-3018)

**Robert Pittman, Chief Information Office, indicated that a two-month sunset review date extension was being requested to allow sufficient time for another set of revisions to Board Policies 6.100 through 6.112. The revisions will be presented to the Operations Cluster on July 11, 2013 and will also be presented at the next Audit Committee meeting.**

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**The sunset review date would be extended to September 30, 2013**

**On motion of Dorinne Jordan, seconded by Lori Glasgow, this item was approved.**

**Attachments:**    [SUPPORTING DOCUMENT](#)

**IV. BOARD DELEGATED AUTHORITY**

- 10.**    Recommendation to extend the sunset review date of Board Delegated Authority No. 20.010 - Property Assessment Correction, to June 30, 2017 (4/18/13). (13-2408)

**On motion of Lori Glasgow, seconded by Kieu-Anh King, this item was approved.**

**Attachments:**    [SUPPORTING DOCUMENT](#)

- 11.**    Recommendation to extend the sunset review date of Board Delegated Authority No. 20.180 - Tax Cancellation Notice, to June 30, 2017. (13-2424)

**On motion of Lori Glasgow, seconded by Kieu-Anh King, this item was continued to July 17, 2013.**

**Attachments:**    [SUPPORTING DOCUMENT](#)

- 12.**    Recommendation to approve amendments and extend the sunset review date of Board Delegated Authority No. 20.110 - Signature for Federal Assistance Under Federal Robert T. Stafford Act, as amended to July 1, 2017 (5/1/13). (13-2132)

**On motion of Lori Glasgow, seconded by Kieu-Anh King, this item was approved.**

**Attachments:**    [SUPPORTING DOCUMENT](#)

- 13.**    Recommendation to extend the sunset review date of Board Delegated Authority No. 20.080 - Small Claims Agent for County, to June 30, 2018 (5/9/13). (13-2366)

**On motion of Lori Glasgow, seconded by Kieu-Anh King, this item was approved.**

**Attachments:**    [SUPPORTING DOCUMENT](#)

14. Recommendation to extend the sunset review date of Board Delegated Authority No. 20.020 - Establish, Increase, Reduce, or Discontinue Revolving Funds, to June 30, 2017 (5/10/13). (13-2359)

**This item was discussed with item 19.**

**On motion of Lori Glasgow, seconded by Kieu-Anh King, this item was continued to July 17, 2013.**

Attachments: [SUPPORTING DOCUMENT](#)

15. Recommendation to extend the sunset review date of Board Delegated Authority No. 20.030 - Establish or Abolish Funds and Transfer Money, to June 30, 2017 (5/10/13). (13-2387)

**On motion of Lori Glasgow, seconded by Kieu-Anh King, this item was approved.**

Attachments: [SUPPORTING DOCUMENT](#)

16. Recommendation to approve amendment to Board Delegated Authority No. 20.040 - Property Tax Correction and extend the sunset review date, to June 30, 2017 (5/10/13). (13-2391)

**On motion of Lori Glasgow, seconded by Kieu-Anh King, this item was approved.**

Attachments: [SUPPORTING DOCUMENT](#)

17. Recommendation to allow expiration of the sunset review date of Board Delegated Authority No. 20.050 - Replenish Cash Difference Fund (5/10/13). (13-2392)

**On motion of Lori Glasgow, seconded by Kieu-Anh King, this item was approved.**

Attachments: [SUPPORTING DOCUMENT](#)

18. Recommendation to extend the sunset review date of Board Delegated Authority No. 20.060 - Replenish Shortages in County Officers' Accounts, to June 30, 2017 (5/10/13). (13-2388)

**On motion of Lori Glasgow, seconded by Kieu-Anh King, this item was approved.**

Attachments: [SUPPORTING DOCUMENT](#)

19. Recommendation to extend the sunset review date of Board Delegated Authority No. 20.070 - Revolving Cash Trust Funds, to June 30, 2017 (5/10/13). (13-2389)

**Dorinne Jordan stated that Board Delegated Authority 20.020 and Board Delegated Authority 20.070 appear to be very similar and questioned the need to have them both. She requested that the corresponding department be available at the next meeting for clarification.**

**On motion of Lori Glasgow, seconded by Kieu-Anh King, this item was continued to July 17, 2013.**

**Attachments:**    [SUPPORTING DOCUMENT](#)

#### **V. OLD BUSINESS**

20. Recommendation to approve amendments to Board Policy No. 5.110 - Contract Language to Assist in Placement Activities, and extend the sunset review date to March 18, 2017 (Continued from meetings of 2/28/13, 3/28/13 and 4/25/13). (13-0865)

**Elizabeth Friedman, County Counsel, reported that some of the language in this Board Policy is stale and reflects a high threshold for liability. Most changes, initially submitted by the Department of Human Resources (DHR), have been minimized and are in compliance.**

**Shawn Atin, DHR, reported that the intended original proposed amendments were not meant to be substantive.**

**Marc Shartzter, DHR, and Shawn Atin responded to questions posed by Dorinne Jordan and Kieu-Anh King with regard to when the policy would be relevant for implementation and the process taken by the department for workforce reductions.**

**On motion of Lori Glasgow, seconded by Kieu-Anh King, this item was approved.**

**Attachments:**    [SUPPORTING DOCUMENT - FEB. 2013](#)  
[SUPPORTING DOCUMENT - JUNE 2013](#)

21. Recommendation to approve amendments to Board Policy No. 5.140 - Oversight of Construction Contractors and extend the sunset review date to May 21, 2017 (4/18/13) (Continued from meeting of 4/25/13). (13-1926)

**On motion of Lori Glasgow, seconded by Kieu-Anh King, this item was approved.**

**Attachments:**    [SUPPORTING DOCUMENT](#)

22. Recommendation to approve amendments and extend the sunset review date of Board Delegated Authority No. 20.100 - Budget Adjustments, to June 30, 2017 (Continued from meeting of 4/25/13). (13-1853)

**Matthew McGloin, Chief Executive Office, reported that all necessary corrections were made to this Board Delegated Authority.**

**On motion of Lori Glasgow, seconded by Kieu-Anh King, this item was approved.**

**Attachments:**    [SUPPORTING DOCUMENT - APRIL 2013](#)  
[SUPPORTING DOCUMENT - MAY 2013](#)

23. AIDS Healthcare Foundation, Inc. - A Department of Public Health HIV/AIDS care and Prevention Service Contract Provider (8/16/12) (Continued from meetings of 10/25/12, 12/12/12, 1/24/13, 2/28/13, 3/28/13 and 4/25/13). (12-3883)

**On motion of Lori Glasgow, seconded by Kieu-Anh King, this item was received and filed.**

**Attachments:**    [SUPPORTING DOCUMENT](#)

24. Department of Public Social Services - Chicana Service Action Center, Inc. Contract Extension and Solicitation Disqualification Review (2/12/13) (Continued from meetings of 2/28/13, 3/28/13 and 4/25/13). (13-0850)

**On motion of Lori Glasgow, seconded by Kieu-Anh King, this item was continued to July 17, 2013.**

**Attachments:**    [SUPPORTING DOCUMENT](#)

25. West San Gabriel Valley Consortium dba Career Partners - A Community and Senior Services' Workforce Investment Act Program Contract Service Provider - Contract Compliance Review - Fiscal Year 2011-12 (3/4/13) (Continued from meetings of 3/28/13 and 4/25/13). (13-1220)

**On motion of Lori Glasgow, seconded by Kieu-Anh King, this item was continued to July 17, 2013.**

**Attachments:**    [SUPPORTING DOCUMENT](#)

26. County's Single Audit Report FY 2011-12 (3/29/13) (Continued from meeting of 4/25/13). (13-1852)

**On motion of Lori Glasgow, seconded by Kieu-Anh King, this item was continued to July 17, 2013.**

**Attachments:**    [SUPPORTING DOCUMENT](#)  
                              [SUPPORTING DOCUMENT - MGO LETTER](#)

#### **VI. REPORTS**

27. Status Report - Extension Request for Audit of the Los Angeles County's Existing Court Collections Contract (Agenda Item 39-A, February 12, 2013) (5/7/13). (13-2252)

**On motion of Lori Glasgow, seconded by Kieu-Anh King, this item was received and filed.**

**Attachments:**    [SUPPORTING DOCUMENT](#)

28. Spiritt Family Services - A Department of Mental Health Contract Service Provider - Contract Compliance Review - Fiscal Year 2011-12 (5/7/13). (13-2253)

**On motion of Lori Glasgow, seconded by Kieu-Anh King, this item was received and filed.**

**Attachments:**    [SUPPORTING DOCUMENT](#)

29. South Bay Children's Health Center - A Department of Mental Health Contract Service Provider - Program Review - Fiscal Year 2011-12 (5/7/13). (13-2254)

**On motion of Lori Glasgow, seconded by Kieu-Anh King, this item was received and filed.**

**Attachments:**    [SUPPORTING DOCUMENT](#)



30. Whittier Rio Hondo AIDS Project - A Department of Public Health HIV/AIDS Prevention and Care Services Provider - Contract Compliance Review (5/7/13). (13-2256)

**On motion of Lori Glasgow, seconded by Kieu-Anh King, this item was received and filed.**

Attachments: [SUPPORTING DOCUMENT](#)

31. Health Insurance Portability and Accountability Act Compliance Review - Compton Family Mental Health Center (5/9/13). (13-2277)

**On motion of Lori Glasgow, seconded by Kieu-Anh King, this item was received and filed.**

Attachments: [SUPPORTING DOCUMENT](#)

32. Health Insurance Portability and Accountability Act Compliance Review - Enhanced Specialized Foster Care Program, Compton Office (5/13/13). (13-2356)

**On motion of Lori Glasgow, seconded by Kieu-Anh King, this item was received and filed.**

Attachments: [SUPPORTING DOCUMENT](#)

33. Health Insurance Portability and Accountability Act Compliance Review - Edelman's Children's Mental Health Program (5/22/13). (13-2490)

**On motion of Lori Glasgow, seconded by Kieu-Anh King, this item was received and filed.**

Attachments: [SUPPORTING DOCUMENT](#)

34. Health Insurance Portability and Accountability Act Compliance Review - Edelman's Adult Mental Health Program (6/10/13). (13-2829)

**On motion of Lori Glasgow, seconded by Kieu-Anh King, this item was received and filed.**

Attachments: [SUPPORTING DOCUMENT](#)

35. Treasurer and Tax Collector - Redemption Property Tax Collections Financial and Compliance Audits for Fiscal Years 2009-10 through 2011-12 (5/13/13). (13-2355)

**On motion of Lori Glasgow, seconded by Kieu-Anh King, this item was received and filed.**

**Attachments:**    [SUPPORTING DOCUMENT](#)

36. Fiscal Year 2012-2013 Cash Flow Projection (6/20/13). (13-2360)

**On motion of Lori Glasgow, seconded by Kieu-Anh King, this item was received and filed.**

**Attachments:**    [SUPPORTING DOCUMENT](#)

37. Fiscal Year 2012-13 Third Quarter Report on Audit-Related Funding Transferred from General Fund Departments (5/16/13). (13-2394)

**On motion of Lori Glasgow, seconded by Kieu-Anh King, this item was received and filed.**

**Attachments:**    [SUPPORTING DOCUMENT](#)

38. Proposition A Contract - Internal Services Department Parking Facility Management Services (Board Agenda May 21, 2013, Item 22) (5/16/13). (13-2415)

**On motion of Lori Glasgow, seconded by Kieu-Anh King, this item was received and filed.**

**Attachments:**    [SUPPORTING DOCUMENT](#)

39. El Centro del Pueblo - A Department of Mental Health Contract Service Provider - Program Review (6/4/13). (13-2785)

**On motion of Lori Glasgow, seconded by Kieu-Anh King, this item was received and filed.**

**Attachments:**    [SUPPORTING DOCUMENT](#)

40. 1736 Family Crisis Center - A Department of Public Social Services Domestic Violence Support Services Program Provider - Contract Compliance Review (6/5/13). (13-2787)

**On motion of Lori Glasgow, seconded by Kieu-Anh King, this item was received and filed.**

Attachments: [SUPPORTING DOCUMENT](#)

41. Request For Temporary Transfer From Available Funds To Meet Financial Obligations (6/11/13). (13-2674)

**On motion of Lori Glasgow, seconded by Kieu-Anh King, this item was received and filed.**

Attachments: [SUPPORTING DOCUMENT](#)

42. Options - A Child Care and Human Services Agency - A Department of Public Social Services CalWORKs Stage One Child Care Services Program Provider - Contract Compliance Review (6/14/13). (13-2923)

**On motion of Lori Glasgow, seconded by Kieu-Anh King, this item was received and filed.**

Attachments: [SUPPORTING DOCUMENT](#)

43. Los Angeles Homeless Services Authority - A Department of Public Social Services Homeless CalWORKs Families Project Program Provider - Contract Compliance Review (6/19/13). (13-2993)

**On motion of Lori Glasgow, seconded by Kieu-Anh King, this item was received and filed.**

Attachments: [SUPPORTING DOCUMENT](#)

44. Jewish Vocational Service - A Department of Public Social Services Refugee Employment Program and General Relief Opportunities for Work Program Provider - Contract Compliance Review (6/19/13). (13-2994)

**On motion of Lori Glasgow, seconded by Kieu-Anh King, this item was received and filed.**

Attachments: [SUPPORTING DOCUMENT](#)

- 45.** Status Report - Quarterly Status Report On The Office Of The Assessor Management Audit Recommendations (Board Agenda Item 47, January 8, 2013) (6/20/13). (13-2990)

**Santos Kreimann, Chief Deputy Assessor, reported that progress is being made for all of the recommendations.**

**George Renkei, Assistant Assessor, reported that most of the recommendations have been implemented and supporting documentation, requested by the Auditor-Controller, will be provided.**

**Robert Smythe, Auditor-Controller, reported that a follow-up report is anticipated to be presented to the Board of Supervisors by the end of July 2013 and to the Audit Committee by August 2013.**

**Mr. Kreimann reported that the department's Information Technology section has been re-organized and the Administrative Deputy is now responsible for the maintenance of the current system. The Business Solution group has been re-directed to help with a three-part approach to assist in the transition from the old system. The three-part approach consists of the following elements:**

- Analyze and clean the data as an effort to ensure successful conversion into the new system**
- Data management to digitize all of the documents needed**
- Evaluate systems that have been developed or are being developed**

**A new system or a platform to be utilized will be determined by the end of calendar year 2013.**

**On motion of Lori Glasgow, seconded by Kieu-Anh King, this item was received and filed.**

**Attachments:**    [SUPPORTING DOCUMENT](#)

- 46.** Community Development Commission - Fiscal Review (6/20/13). (13-2992)

**On motion of Lori Glasgow, seconded by Kieu-Anh King, this item was continued to July 17, 2013.**

**Attachments:**    [SUPPORTING DOCUMENT](#)

47. Review of the Coastal Improvement Fund (6/20/13). (13-3008)

**On motion of Lori Glasgow, seconded by Kieu-Anh King, this item was received and filed.**

**Attachments:**    [SUPPORTING DOCUMENT](#)

48. California Institute of Health & Social Services, Inc. dba Alafia Mental Health - A Department of Mental Health Contract Service Provider - Program Review - Fiscal Year 2011-12 (6/20/13). (13-3009)

**On motion of Lori Glasgow, seconded by Kieu-Anh King, this item was received and filed.**

**Attachments:**    [SUPPORTING DOCUMENT](#)

49. Managed Career Solutions, Inc. - Northeast San Gabriel Valley - A CSS Workforce Investment Act Program Contract Service Provider - Contract Compliance Review - Fiscal Year 2011-2012 (6/20/13). (13-3032)

**On motion of Lori Glasgow, seconded by Kieu-Anh King, this item was continued to July 17, 2013.**

**Attachments:**    [SUPPORTING DOCUMENT](#)

50. Department of Mental Health - Mileage, Travel and Auto Damage Claims Review (6/21/13). (13-3031)

**On motion of Lori Glasgow, seconded by Kieu-Anh King, this item was continued to July 17, 2013.**

**Attachments:**    [SUPPORTING DOCUMENT](#)

## **VII. DISCUSSIONS**

51. CSS Monitoring Update. (13-2306)

**On motion of Lori Glasgow, seconded by Kieu-Anh King, this item was continued to July 17, 2013.**

**Attachments:**    [SUPPORTING DOCUMENT](#)

52. DMH Monitoring Update. (13-2954)

**On motion of Lori Glasgow, seconded by Kieu-Anh King, this item was continued to July 17, 2013.**

53. DPSS Monitoring Update. (13-2969)

**On motion of Lori Glasgow, seconded by Kieu-Anh King, this item was continued to July 17, 2013.**

54. Contract Monitoring Practices (Continued from meetings of 2/28/13, 3/28/13 and 4/25/13). (13-0959)

**On motion of Lori Glasgow, seconded by Kieu-Anh King, this item was continued to July 17, 2013.**

55. Discussion and approval of a new Audit Committee schedule of meetings. (13-2117)

**After discussion, Committee members agreed to schedule a special meeting on the Third Wednesday of July.**

**On motion of Lori Glasgow, seconded by Kieu-Anh King, a special meeting was scheduled for July 17, 2013 at 10:30 a.m.**

56. Pending Audits/Monitoring Reports. (13-2200)

**Wendy Watanabe, Auditor-Controller, Auditor-Controller staff and Audit Committee members discussed pending audit reports.**

**On motion of Lori Glasgow, and by common consent, there being no objection, an item to discuss how to process sensitive audit reports will be placed on the next agenda.**

- 56A. The following item was introduced for discussion and placed on the agenda for consideration at a future meeting:

- Discuss possible alternatives to process sensitive audit reports. (13-3211)

**VIII. MISCELLANEOUS**

57. Matters not on the posted agenda (to be Presented and Placed on the Agenda of a Future Meeting). (13-2201)

**There were no matters presented.**

58. Public Comment. (13-2202)

**No members of the public addressed the Committee.**

59. Adjournment. (13-2203)

**There being no further business to discuss, the meeting adjourned at 11:45 a.m.**